

MNCPPC - Record Plat Process Steps

Text that is underlined and in italics represent recent changes to the process

- 1) Plat applications submitted to M-NCPCC- DRD
Applications include:
 - a) Signature of the applicant on the application, signature of surveyor and owner(s) on the record plat drawings
 - b) Plat drawings (7 copies)
 - c) Copy of preliminary plan and site plan with MNCPPC approval signatures
Note: Past practice permitted the application for a record plat after the preliminary plan was signed, and the site plan had been submitted for signature, but prior to the signature set of site plan. Review of plat took place with understanding that final plat approval would occur after site plan signature set approval. Staff will no longer accept plat application without site plan signature set, if applicable.
 - d) pdf of signed plans
 - e) Copy of preliminary/site plan opinion(s)
 - f) pdf of record plat
 - g) Copy of any existing record plats
 - h) Other necessary information
 - i) Fees worksheet and payment
- 2) Hansen Data Input and file packaging (info in file folder review tracking sheet on front)
- 3) Initial Record Plat review for general compliance with Chapter 50 and approved plan(s)
 - a) Check for general compliance with signed preliminary plan and site plans (# of lots, lot and street configuration); if minor subdivision, check for compliance with Section 50-35A of the Subdivision Regulations
- 4) Prepare Plat Agenda for the Planning Board (plats have been deemed in general conformance)
 - a) Blue sheet summary
 - b) Plat packet including a narrative summary of each plat and staff findings regarding compliance with the previous preliminary/site plan approvals or the minor subdivision requirements
 - c) Copy of signed preliminary/site, highlight the area covered by the plat
 - d) Copy of plat
- 5) Planning Board Conditional Approval of Plat
- 6) Plat Distribution for Full Review
In-house: EPD, R&T, PPRA, DRD
SHA (state roads)
PEPCO (utility easements)

NOTE: Concurrent DPS Review Occurs – DPS forwards plats to DPWT and DEP, collects comments and sends their own mark-up (redline) to the applicant's engineer

- a) *Road dedication*
- b) *Public improvements and/or Public Improvement Agreements*
- c) *Water and Sewer*
- d) *Floodplain*
- e) *Other public easements*

7) Final MNCPPC Plat Review

- a) DRD Review
 - i. Compliance with conditions of preliminary/site plan opinions
 - ii. Detailed check (lot configuration, lot areas, road dimensions, etc.) for compliance with signature set of preliminary and site plan, if applicable
 - iii. Requirements of Sec. 50-10
 - b) Other Division's Review
 - Environmental Planning – Forest Conservation, conservation easements
 - Park Planning Resource Analysis – Park dedication
 - DRD-Site Plan Section – Site plan amendments, etc.
 - Research & Technology- Check datum and digital aspects
- 8) DRD Subdivision staff compiles all comments and prepares mark-up of plat drawing with necessary changes. Contact applicant's engineer to pick up the comments and mark-up.
- 9) Applicant submits mylar copy of plat which includes all changes requested by DRD and DPS to MNCPPC, DRD
- 10) DRD Reviews plat mylar
- a) Check mylar for compliance with mark-up
 - b) Verify original signatures of surveyor and owners are on mylar
 - c) Verify that final and correct pdf of plat has been submitted
- 11) Send plat mylar for signature by Chairman
- 12) Mylar with Chairman's signature picked up by applicant's engineer and sent to DPS for the Director's signature
- 13) Mylar brought back to MNCPPC after DPS signature
- 14) Final check of the plat original and reproduction
- a) Re-check accuracy of all information
 - b) Check original signatures
 - c) Check lot and block designation
 - d) Complete addressing
 - e) Complete Census Tracts
 - f) Update Plat books
 - g) Make plat reproductions (7 mylar copies of the plat original)

h) Contact surveyor to place original seal on plat original and the reproduction copies

15) Engineer seals the plats

16) Original mylar to the MNCPPC vault, 3 reproduction copies sent by courier to the County Courthouse for recordation

17) Recordation information received from the County Courthouse

18) Court recording date and plat numbers added to the mylar original in the vault and to the remaining plat reproduction copies

19) Copies of plats distributed:

- a) to the MNCPPC flat files
- b) to the MNCPPC plat books
- c) to the Applicant's engineer
- d) to DPS